

**Supply**

**SPECIAL TACTICS NON-MEDICAL SUPPLY OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 23-2, *Supplies and Materiel Management*. It provides basic guidance to all AFSOC Special Tactics Supply operations, posturing them to provide standardized, flexible, and sustained supply support to any Special Tactics Squadron. It defines the requirement to establish a controlled storage facility for unit supplies and equipment, maintain an accurate inventory, and be able to account for items issued to personnel. It also clarifies methods of procurement for unit assets. This instruction does not apply to the United States Air Force Reserve or Air National Guard units or members.

**1.1. General.** The Supply operation within a Special Tactics Squadron (STS) is the focal point for all non-medical supply issues to include the proper storing of unit supplies and equipment, procuring, issuing, and tracking of personal retention items, ensuring DIFM control is maintained, and liaison between the STS and base supply. Unit equipment may be stored within the supply operation (provided space permits) or within the work center. Although equipment must be ordered through the host supply, STS supply personnel will provide guidance and assistance to squadron equipment custodians as needed.

**2.1. Ordering Supplies and Equipment.** The STS Supply operation is responsible for ordering all non-medical supplies for the unit. Items that possess a National Stock Number (NSN) will be ordered through the host base supply or via the web for IMPAC eligible items. All other items will be procured via AF Form 9, **Request for Purchase** or IMPAC, depending on IMPAC eligibility and total cost.

**3.1. Stocking, Storing, and Issuing Unit Equipment.** Special Tactics personnel require unique, high dollar value equipment to perform their mission. It is the responsibility of the Supply operation to maintain control of these high dollar value items.

**3.1.1.** Accounting for issued items. Space permitting, the Supply operation can store this equipment for personnel until required. If not, the Supply operation can issue this equipment to personnel, however, Supply must maintain accountability of all issued equipment. Although it is not mandatory to do so, maintaining a database of items issued to specific personnel is encouraged. To standardize the process, recommend using the Air Force's Mobility Inventory Control Accounting System (MICAS).

**3.1.2. Temporary Issues.** When the Supply operation stores unit supplies and equipment for the squadron, they must issue this equipment to individuals temporarily for local exercises and worldwide missions. Depending on what manner of accounting you use, the Supply operation must account for these assets either by use of an AF Form 1297, **Temporary Issue Receipt**, MICAS receipt, or some other means. Once personnel return from the field, they must return equipment to Supply.

**4.1. Turn-in and Retention.** The following policy applies to all personnel assigned to Special Tactics:

4.1.1. Combat Control personnel will retain all personal equipment issued from one assignment to the next as long as they hold the qualifying AFSC. Forward record of issued equipment/clothing to gaining unit's Supply operation. Retention of personal equipment is allowed for personnel attending PME in a PCS status. If combat control personnel are not assigned to another Special Tactics organization, forward records of issued equipment/clothing to 702 STG/LGS. Records will be maintained until personnel retire, separate, retrain, or are reassigned to Special Tactics. Combat control personnel must notify 720 STG/LGS of impending retirement, separation, or retraining actions and request disposition instructions for returnable equipment.

4.1.2. Pararescue, Tactical Air Control Party, and Combat Weather personnel will retain all personal equipment issued by Special Tactics as long as they remain in AFSOC. Forward record of issued equipment/clothing to gaining unit's Supply operation. When reassigned to other MAJCOMs, all equipment issued by Special Tactics will be turned into the supporting unit Supply operation prior to PCA/PCS. Individuals may retain used clothing.

4.1.3. Support personnel selected for reassignment to other Air Force or DOD organizations will turn in all issued items to the unit Supply operation. Individuals may retain used clothing.

4.1.4. Personnel departing Special Tactics units due to retirement, retraining, or separation will turn in issued equipment to unit Supply operation except for used clothing. Notify 720 STG/LGS of impending actions and request disposition. Failure to notify 720 STG/LGS or comply with disposition could result in financial liability for missing Air Force property.

4.1.5. Equipment such as laser eye protective glasses, body armor, oxygen masks, ground Commander's pointers, etc., is considered controlled organizational equipment and will be issued on temporary custody receipts. Departing personnel will not take these items to their next assignment.

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